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Job Announcement Number:
 LV-R9-MP-2015-0041

Control Number: 416186200

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Job Title: Supervisory Environmental Protection Specialist, GS-0028-15

Agency: Environmental Protection Agency

Job Announcement Number: LV-R9-MP-2015-0041

SALARY RANGE: \$137,353.00 to \$158,700.00 / Per Year

OPEN PERIOD: Monday, September 21, 2015 to Friday, October 2, 2015

SERIES & GRADE: GS-0028-15

POSITION INFORMATION: Full-time - Permanent

PROMOTION POTENTIAL: 15

DUTY LOCATIONS: 1 vacancy - San Francisco, CA [View Map](#)

WHO MAY APPLY: Current federal employees with competitive status; reinstatement eligibles; and candidates applying under the EPA Career Transition Assistance Program or the Interagency Career Transition Assistance Program.

-Veterans who are preference eligibles or who have been separated from the armed services under honorable conditions after 3-years or more of continuous active service.

-Applicants eligible for non-competitive appointment.

-Public Health Service Officers.

SECURITY CLEARANCE: Not Applicable

SUPERVISORY STATUS: Yes

JOB SUMMARY:
[About the Agency](#)

This position is located in Region 9 Enforcement Division, Strategic Planning Branch, Immediate Office in San Francisco, CA.

For more information on this office, visit their website: <http://www2.epa.gov/aboutepa/epa-region-9-pacific-southwest>.

Except in special circumstances, a new GS employee will be hired at the step 1 of the applicable grade.

One or more positions may be filled.

TRAVEL REQUIRED

- Occasional Travel
- Possible occasional overnight travel 1-5 days per month.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- If you are selected, a pre-employment background check is required.
- You must submit resume and required documents(See How to Apply)
- Position has portable work and selectee may be eligible to telework.

DUTIES:

You will spend less than 25% of your work time on contracts, grants/cooperative agreements, and/or interagency agreements.

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You will: Plan, organize, and direct the activities of the organizational unit by developing goals and objectives that integrate organization and program objectives.

Exercise supervisory personnel management responsibilities by directing, coordinating and overseeing work through subordinate supervisors.

Represent the organizational unit and Agency with a variety of functional areas and serve as expert on strategic planning, data, and the National Environmental Policy Act (NEPA).

Establish, develop and maintain effective working relationships with other Division Managers, including the Director, Dep. Director and other Second-Level officials within the Region and Headquarters.

QUALIFICATIONS REQUIRED:[Back to top](#)

You do not need a degree to qualify for this position.

We are looking for at least one year of specialized experience related to this position as described below:

To qualify for the GS-15 level, you need to have at least one year of full time experience defined as experience providing leadership to an environmental organization and/or unit and; experience monitoring performance measures and progress in meeting short and long range goals and objectives including accomplishment of strategic plans.

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas: Ability to plan, organize and direct the function of subordinate organizational units.

Ability to effectively communicate orally.

Skilled in communicating organizational goals and objectives.

Ability to mentor, motivate, and appraise staff.

Ability to effectively communicate in writing.

Ability to work well with others.

General knowledge of enforcement provisions of environmental statutes and associated data regulations.

Knowledge of the National Environmental Policy Act (NEPA).

If you are selected, you will be required to complete a Confidential Financial Disclosure Form prior to your first day of employment and annually thereafter.

This position is designated as High Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

If you are selected, you must complete (or have already completed) a 1-year supervisory or managerial probationary period.

Upon acceptance of an initial appointment to a supervisory or managerial position with the EPA, you agree to complete all elements of the EPA Successful Leaders Program. This development program is designed to enhance leadership skills and abilities and meet the Agency's goal of providing new leaders with the skills and tools you need to be successful.

You must meet time in grade requirements no later than 30 calendar days after the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications Section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the on-line assessment. Your responses to the on-line assessment will be used to measure the degree to which your background matches the requirements for the position and an applicable score assigned.

We will compare your resume and supporting documentation to your responses on the assessment

questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your qualifications and eligibility and notify you if you meet minimum qualification requirements.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

To preview questions please [click here](#).

BENEFITS:

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You can review our benefits at:

<https://jobs.mgsapps.monster.com/epa/vacancy/preview!benefits.hms?orgId=1&jnum=59531>

OTHER INFORMATION:

Are you a Displaced Federal Employee? If so, please read the Required Documents and visit the EPA website for additional information: <http://www.epa.gov/careers/evapr.html>

EPA participates in e-Verify. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees. For additional information: <http://www.epa.gov/careers/evapr.html>

This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

This position is not in the bargaining unit.

If you are selected, travel, transportation, and relocation expenses will not be paid by EPA. Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

HOW TO APPLY:

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You are strongly encouraged to read the entire announcement before you submit your application for this position.

To begin the application process, click the Apply On-line button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire. To be considered, you must submit a complete application package by 11:59 PM Eastern time on the closing date of this announcement.

All required supporting documents will be collected electronically via the USA Jobs document portfolio feature.

If you cannot apply on-line, you must contact the Human Resources Office listed to the right for assistance no later than three business days prior to the closing date of this announcement. You must provide complete application materials by the closing date of this announcement.

For detailed instructions to assist you in ensuring your application package is received, go to <http://www.epa.gov/careers/evapr.html>

REQUIRED DOCUMENTS:

Documents to be submitted on-line:

- Resume clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section. In describing your experience, you need to be clear and specific. We may not make assumptions regarding your experience.
- Responses to the on-line assessment questionnaire.
- Veterans' Preference Documents - DD-214 Member 4 copy, VA Letter, and SF-15, if applicable; active duty military submit statement of service from commanding officer documenting dates of active duty and any campaign medals/badges; include character of service.
- Displaced Federal employees under ICTAP/CTAP - copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, tenure, and duty station.
- Current and Former Federal Employees: You are required to submit a Notification of Personnel Action (SF-50) indicating your status eligibility. This SF-50 should include your Position Title, Pay Plan, Occupational Code, and Grade or Level. If you are a current temporary/term employee who previously held a status Federal position, you need to submit your SF-50 which shows your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.
- Current EPA Employees: You are encouraged to submit a Notification of Personnel Action (SF-50). If you fail to provide an SF-50, we will access your Federal employment records in e-OPF to verify your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.
- If you are applying for a noncompetitive appointment, you'll need to submit additional documents to prove your eligibility to apply to this vacancy announcement. If you want to learn more about

noncompetitive appointments, visit OPM's web site:


<http://www.opm.gov/employ/students/fedhire.asp#authorities>


If you want to know more about submitting documentation to our office, visit EPA's web site:

<http://www.epa.gov/careers/evapr.html>

AGENCY CONTACT INFO:

Deborah Lafayette

Phone: 702-798-2401 

Fax: 702-798-2416 

Email: TeamVegas@epa.gov

Agency Information:

Environmental Protection Agency

US Environmental Protection

Agency

Human Resources Management

Division

4220 S. Maryland Parkway, Building

A, Suite 100

Las Vegas, NV

89119-7528

US

Fax: 702-798-2416 

WHAT TO EXPECT NEXT:

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJobs that your submission was successful, once we have received your on-line occupational questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your education. If you are selected, you will be contacted personally by the human resources office posting this announcement.

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Job Title: **Human Resources Officer**Agency: **Environmental Protection Agency**Job Announcement Number: **LV-R9-MP-2015-0040****SALARY RANGE:**

\$116,768.00 to \$151,799.00 / Per Year

OPEN PERIOD:

Monday, September 21, 2015 to Friday, October 2, 2015

SERIES & GRADE:

GS-0201-14

POSITION INFORMATION:

Full-time - Permanent

PROMOTION POTENTIAL:

14

DUTY LOCATIONS:

1 vacancy in the following location:

San Francisco, CA [View Map](#)**WHO MAY APPLY:**

-Current federal employees with competitive status; reinstatement eligibles; and candidates applying under the EPA Career Transition Assistance Program or the Interagency Career Transition Assistance Program.

-Veterans who are preference eligibles or who have been separated from the armed services under honorable conditions after 3-years or more of continuous active service.

-Applicants eligible for non-competitive appointment.

-Public Health Service Officers.

SECURITY CLEARANCE:

Public Trust - Background Investigation

SUPERVISORY STATUS:

Yes

JOB SUMMARY:[About the Agency](#)

Earth Day is every day at EPA! Come help us protect the environment! Our diverse workforce connects to more than just a career-we share a common passion to promote a cleaner, healthier environment. Discover how exciting safeguarding our natural resources and protecting human health can be. We consistently rank as one of the top Federal agencies in which to work, with great benefits and work flexibilities. Find yourself at EPA.

This position is located in Region 9, Environmental Management Division, Human Capital and Planning Office, San Francisco, CA.

For more information on this office, visit their website:

<http://www2.epa.gov/aboutepa/epa-region-9-pacific-southwest>

KEY REQUIREMENTS

- If you are selected, a pre-employment background check is required.
- You must submit resume and required documents(See How to Apply)
- Position has portable work and selectee may be eligible to telework.

DUTIES:

You will:

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- Plan, organize, and direct the activities of the organizational unit, ensuring that they comply with legal and regulatory requirements and meet customer needs.
- Exercise supervisory personnel and planning management responsibilities.

- Represent the Agency with a variety of functional area organizations
- Serves as the principle staff officer and advisor to senior management on all matters relating to strategic planning, recruitment outreach and workforce planning, human resources development, organizational development, management development, work-life and family programs, employee communications and outreach, and Flexi-place Workplace Programs.

QUALIFICATIONS REQUIRED:[Back to top](#)

You do not need a degree to qualify for this position.

We are looking for at least one year of specialized experience related to this position as described below:

To qualify for the GS-14 level, you need to have at least one year of full time experience defined as experience applying a wide range of human resource laws and programs and experience communicating with customers on human resource policies, regulations or processes.

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas: 1) Knowledge of the principles, concepts, laws, and regulations of Human Resources Management; 2) Ability to manage comprehensive human resources programs; 3) Ability to identify and gather factual information and review and analyze the final results; 4) Ability to plan, organize, lead, monitor and coordinate the work of a team or subordinate staff; 5) Ability to communicate orally and collaborate with key members of the HR community; 6) Ability to communicate verbally; 7) Ability to communicate in writing; 8) Ability to develop recommendations and solutions to resolve complex HR problems; 9) Ability to advise senior management on HR-related issues; 10) Knowledge of Human Capital programs; 11) Ability to plan and recommend changes to Federal Human Resources programs.

This position is designated as Moderate Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

You must meet time in grade requirements no later than 30 calendar days after the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications Section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the on-line assessment. Your responses to the on-line assessment will be used to measure the degree to which your background matches the requirements for the position and an applicable score assigned.

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your qualifications and eligibility and notify you if you meet minimum qualification requirements.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

To preview questions please [click here](#).

BENEFITS:[Back to top](#)

You can review our benefits at: https://help.usajobs.gov/index.php/Pay_and_Benefits

Join EPA in protecting human health and the environment and enjoy many work life quality options! Working for the EPA offers you a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. To learn more about us, visit [Life and Careers at EPA](#).

OTHER INFORMATION:

This position is not in the bargaining unit.

If you are selected, travel, transportation, and relocation expenses will not be paid by EPA. Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

If you have part-time work experience, read this: <http://www.epa.gov/careers/evapr.html>

Are you a Displaced Federal Employee? If so, please read the Required Documents and visit the EPA

website for additional information: <http://www.epa.gov/careers/evapr.html>

EPA participates in e-Verify. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees. For additional information: <http://www.epa.gov/careers/evapr.html>

HOW TO APPLY:

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REQUIRED DOCUMENTS:

Documents to be submitted on-line:

- Resume clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section. In describing your experience, you need to be clear and specific. We may not make assumptions regarding your experience.
- Responses to the on-line assessment questionnaire.
- Veterans' Preference Documents - DD-214 Member 4 copy, VA Letter, and SF-15, if applicable; active duty military submit statement of service from commanding officer documenting dates of active duty and any campaign medals/badges; include character of service.
- Displaced Federal employees under ICTAP/CTAP - copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, tenure, and duty station.
- Current and Former Federal Employees: You are required to submit a Notification of Personnel Action (SF-50) indicating your status eligibility. This SF-50 should include your Position Title, Pay Plan, Occupational Code, and Grade or Level. If you are a current temporary/term employee who previously held a status Federal position, you need to submit your SF-50 which shows your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.
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- If you are applying for a noncompetitive appointment, you'll need to submit additional documents to prove your eligibility to apply to this vacancy announcement. If you want to learn more about noncompetitive appointments, visit OPM's web site:
<http://www.opm.gov/employ/students/fedhire.asp#authorities>

If you want to know more about submitting documentation to our office, visit EPA's web site:
<http://www.epa.gov/careers/evapr.html>

AGENCY CONTACT INFO:

HRMD-LV
Phone: 702-798-2401 
Fax: 702-798-2433 
TDD: 702-798-2421 
Email: TeamVegas@epa.gov

Agency Information:
Environmental Protection Agency
US Environmental Protection
Agency
Human Resources Management
Division
4220 S. Maryland Parkway, Building
A, Suite 100
Las Vegas, NV
89119-7528
US
Fax: 702-798-2433 

WHAT TO EXPECT NEXT:

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJobs that your submission was successful, once we have received your on-line occupational questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your

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